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21st CENTURY PROJECT
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21st Century Project Letter #08-008

DATE: September 30, 2008

TO: All Department Chief Information Officers

FROM: Don Scheppmann, Project Executive
21st Century ProjectRE: **MyCalPAYS** Engagement and Outreach for Information Technology Expertise

The 21st Century (TFC) Project is pleased to announce that we began conducting deployment preparation activities in June. At this stage of the project, we recognize the need to engage you in a formal manner for advocacy and support of the SAP Human Resources Management (HRMS)/ Payroll system, **MyCalPAYS**. We are writing to: (1) provide you a project overview and summary of current activities; (2) explain your role and the role of your Information Technology units with respect to the project; and (3) discuss next steps and expectations.

The TFC Project has teams grouped by major functions: Technology, Business, and Organizational Readiness (OR). These teams have been exchanging information with stakeholders, agencies, departments and numerous subject matter experts for the past two years. In this regard, we want to share with you an overview of our teams' activities.

The Business teams successfully obtained information regarding the business requirements, processes, and procedures for *position management*, *benefits administration*, *personnel administration*, *time management*, *leave accounting* and *management reporting*. The Business team is now concluding the effort to design the SAP-based solution to the State's requirements. The Department of Personnel Administration, as part of the Organizational Readiness (OR) team, is providing Human Resources expertise by evaluating system design impacts on the workforce and workplace, including labor relations considerations. The OR team will also develop and implement training, communications, workforce transition and deployment of **MyCalPAYS**. The Technical teams are designing and developing the SAP objects necessary to implement the State's solution in addition to conducting security, infrastructure, and data conversion activities.

In July, we conducted our *Department Support Team (DST) Kickoff* sessions. At the kickoffs we discussed roles and responsibilities necessary for the successful implementation of MyCalPAYS. Departments were asked to assign a DST Sponsor and Coordinator. Coordinators were then asked to assign human resource staff and an IT representative to their DST. Many of the DST Coordinators have assigned their IT representatives.

At the Kickoff sessions we also presented the deployment cycles and tasks for data collection. Several of those tasks will require the expertise of the departments/agencies' Information Technology professionals. The initial activities will involve assessing your Department's hardware, software, security, and connectivity configuration against the minimum requirements established for the MyCalPAYS solution. Those requirements will be communicated to Departments by November, 2008. Subsequently, we need

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your leadership and guidance to help resolve any issues that are identified during the assessment and in preparing your Department for the deployment of the MyCalPAYS system.

In the near future, we will also begin working with Departments that have automated interfaces with the MyCalPAYS solution. For example, in early autumn, we will hold a kickoff session for Departments that will utilize the inbound time interface. Similar sessions will cover all of the interfaces and we will be providing a design package for each interface that will list all of the information necessary for Departments to build, test, and deploy the technology necessary to utilize the MyCalPAYS interfaces.

Transitioning from the State's Legacy system to the MyCalPAYS system will have an ongoing impact on both your Department's HR and IT staffs. Infrastructure, security, interfaces, and reports are just a few of the IT-specific areas that need to be addressed.

We understand that your department/agency will require specific information regarding these tasks, and we recognize that other technical questions will need to be addressed. Our objective is to answer your questions and provide you with sufficient time to allow you to prepare your information technology environment for integration of **MyCalPAYS**.

At this time, we are requesting that you verify the assignment of the IT Representative with your DST Coordinator and if incomplete assist in the assignment of at least one IT staff to your departments DST. For a list of current department coordinators please refer to the 21st Century Web site at:
<http://www.21stcentury.ca.gov/deployment/index.shtml>

As a Chief Information Officer for your department/agency, your support of your department's DST Coordinator and information technology professional will directly impact the success of the **MyCalPAYS** implementation for your department. We seek your support in directing your information technology representatives to work closely with your DST Coordinator. We appreciate your role in your department and look forward to working with you in continued support of the Project. We encourage you to contact Russell Nichols at (916) 375-6031 or rjnichols@sco.ca.gov for further discussions. For further information on the project and on our deployment activities, please visit our website: <http://www.21stcentury.ca.gov/>. We regularly update the website with our activities. We look forward to working with you and your staff to achieve a successful and smooth deployment of the MyCalPAYS system.

cc: DST Coordinators and Sponsors